



COMMON INTERVIEW QUESTIONS

WHO ARE YOU?

- Tell me about yourself.
- What were your most/least favorite classes and why?
- What can you bring to this position?
- What are your strengths and weaknesses?
- How has your college experience prepared you for your career?
- Describe your ideal work environment.
- What motivates you?
- What's one of the hardest decisions you've ever had to make?
- How do you organize your time?
- Tell me about a time when you had to be very creative.

WHAT IS YOUR INTEREST IN THE POSITION/FIELD AND ORGANIZATION?

- What would you look forward to most in this job?
- In your view, what are the major problems/opportunities facing the industry?
- What interests you about our company/products?
- What do you know about our competitors?
- Why do you want to work for us?

HOW DO YOU WORK WITH OTHERS?

- Tell me about an especially difficult co-worker you once had. *Note: Remember to be diplomatic
- Tell me about a time when you worked in a team and one member wasn't doing their share.
- Tell me about a time when your decision was contrary to the group's decision.

HOW DO YOU MANAGE AMBIGUITY/CHALLENGES/OR FAILURES?

- Share an example of how you adapt to new situations.
- Tell me about a time when you performed under pressure.
- Have you ever had difficulty with a supervisor? How did you resolve the conflict?
- Can you provide a recent example of when you were under stress and how you coped?
- Tell me about a time when you had a project to complete with very little background materials.



QUESTION TO ASK YOUR INTERVIEWER

THE HR MANAGER:

- Are the employees encouraged and given the opportunity to express their ideas and concerns?
- What do employees seem to like best and least about the company?
- What is the rate of employee turnover?
- What type of orientation or training do new employees receive and how long does it take?
- How often are performance reviews given and what does the process entail?
- Who determines raises and promotions?
- What are the long-range possibilities for employees in similar positions who consistently perform above expectations?
- What employee benefits does the company offer?

YOUR PROSPECTIVE SUPERVISOR:

- Can you describe your supervisory style?
- How does this position fit into the company's organization plan?
- What would be my primary responsibilities?
- What would I be expected to accomplish in the first six months on the job? In the first year?
- What are some of the department's ongoing and anticipated special projects?

A PROSPECTIVE CO-WORKER:

- What do you like best/least about working for this department (and/or company)?
- Can you describe a typical day in the department?
- Do you feel free to express your ideas and concerns?
- What are the possibilities for professional growth and promotions?
- How much interaction do you have with supervisors, colleagues, and customers?
- Do you have much opportunity to work independently?
- How long have you been with the company?
- What is it about the company that keeps you here?

DON'T FORGET TO SCHEDULE A PRACTICE INTERVIEW WITH THE CAREER TEAM TO RECEIVE FEEDBACK ON YOUR INTERVIEW SKILLS